

## Director's Report

December 17, 2015 - January 15, 2016

During this period, a main focus has been on filling the three positions that were vacated this month. We are particularly short staffed in Technical Services and this has brought to light how essential cross-training is. We can't have the retirement of a long term employee effect the flow of the department the way it has. All Technical Services staff will be trained to perform all departmental procedures.

The first meeting of the planning process committee took place on Monday, January 11 and had 24 attendees. The objective of this session was to focus on the Long Beach community at large and less about the Library in particular. This will help identify the unique characteristics in Long Beach as well as particular needs. There were twenty-four attendees. Facilitator Caroline Ashby is compiling the notes from the meeting. The second session, the date will be announced shortly, will focus on the community's vision for the Library.

Thank you to the Long Beach Friends of the Library for the generous purchase of the stools in the Young Adult area, favorites with the teens already! Take a look at the stools as well as the refreshed chairs in the Youth Services area, reupholstered by Jenn Firth in a colorful striped pattern.

I would also like to thank the Avanti Society and the Long Beach Friends of the Library for the welcome receptions they held to give me an opportunity to meet and greet the community. Many people came out, and they couldn't be warmer or more welcoming. Long Beach is truly a special community!

### Security Cameras

As you have been informed in previous reports, the application for the 2015/2016 New York State Construction Grant, submitted by Michael Simon, has been approved to fund 50% of the cost of security cameras. Several security firms were contacted and we received three price quotations listed below. All quotes include cameras, video recorder, various cables and patches and installation:

1. A+ Technology & Security - 8 cameras - \$9846.81
2. Electronix Systems - 9 cameras - \$9996.62
3. iTech Security - 9 cameras - \$9350.00

If this project is approved, it is recommended that we select iTech Security for the job. While iTech is the lowest price, their representative, Robert Dubrow, was extremely knowledgeable and has been responsive to all of our questions. We will do another

walk before finalizing which will include Phil Boccia and Warren Vegh, who has been involved with a security camera project for the City of Long Beach. In this age of heightened security, and with half being paid by the State, it would be imprudent not to move forward with the security cameras. The cost to the Library would be approximately \$4,700.

### **Meeting Room Request**

**Community Emergency Response Team (CERT)** requests use of the Auditorium on the Thursdays, April 7<sup>th</sup> – May 12<sup>th</sup> from 7 – 10 pm for CERT training. The expected attendance is 50-100.

### **Personnel**

There are three appointments for approval as follows:

**Full-time Clerk:** We're thrilled that Russell Stein was at the top of the Library Clerk eligible list established by Long Beach Civil Service in December. Mr. Stein has worked at the library for nine (9) years as a youth services page and a circulation clerk. He was a valued member of the team in both capacities. His technology skills have been an asset on several projects. It is proposed Mr. Stein be appointed to a full-time clerk position at \$28,500, a salary commiserate with his many years' experience at the Library. The contracted rate of an entry level clerk is \$25,750. Mr. Stein will be filling the Technical Services position vacated by Gloria Moskowitz.

**Part-time Clerk:** Arlene Toback is recommended as part-time circulation clerk at the contracted wage of \$14.15 per hour, filling the position vacated by Mr. Stein. Ms. Toback, is a former bookstore owner whose love of books, professionalism and pleasant personality make her an excellent candidate for the position.

**Par-time Librarian:** It is recommended that Natasha Drax be appointed as part-time reference librarian, filling the position vacated by Maria Mignano. Ms. Drax impressed us with her enthusiasm, friendly demeanor and flexibility. She will be working two nights a week and every Saturday at the contracted wage of \$24.85 per hour.

### **Tuition Grants**

Pursuant to the labor contract Article X, Section 4, Paragraph (c), "Tuition grants shall be made available to all employees for any structured coursework including, but not limited to, workshops, seminars and college or continuing education course that enhance job performance and are not a pre-requisite for any Library position." To that end, youth services librarian Tanya Suarez-Matos applied for a \$1,250 tuition grant to cover the library management certificate program course Human Resources

Administration. This is the third course of five for the Public Library Administrator's Certificate Program offered by Long Island University's Palmer School of Library and Information Science. Ms. Suarez-Matos plans to take the final two classes in the fall of 2016 and the spring of 2017. Congratulations to Jennifer Firth and Cynthia Nielson who have completed the coursework for their Advanced Certificate in Public Library Administration.

### **Hoverboards**

Hoverboards are described as self-balancing scooters, and were one of the most popular holiday gifts this year. They are the size of a skateboard so they can be easily picked up and carried. There have been several news reports (one of which is attached) that expose the dangers of hoverboards. Fearing for the safety of our patrons, staff and building, I conferred with Attorney Madalena and felt it was prudent to prohibit hoverboards in the Library.

### **CSEA Employee Benefit Fund**

Several employees expressed interest in the Solstice plans, CSEA Employee Benefit Fund plans for dental and vision. They presented a memo (attachment a) that states that "the employer has nothing to do with the administration, payment or any involvement with coverage of its employees". They provided a Memorandum of Agreement (attachment b) from CSEA to be signed by the Library that I wasn't comfortable with. Attorney Madalena drafted a revised MOA (attachment c) for the Board's consideration.

### **Signage**

The sign above the bench was not what we expected. It's not readable from a distance as the contrast needs be starker and the stainless steel was flimsy and therefore slightly wavy when hung. The company agreed to a full credit toward a more substantial sign with darker lettering. It should be delivered within 10 days.

### **Programming**

Kudos to the Youth Services department who arranged two extra-special events in December that local children won't forget anytime soon. Two former Rockettes were here to teach fifteen lucky girls (boys were welcome) the infamous kick line. Also, a very special Alice in Wonderland Tea Party complete with a lovely table set with china tea cups was held in the Auditorium. Youth Services staff dressed as Alice, the Mad Hatter and friends to the delight of the children.

I am very happy to report that the West End Branch Book Club will kick off on March 23rd at 7 p.m. with a discussion of *The Memory of Running* by Ron McLarty. Copies will be available at West End and Main, three weeks in advance of the discussion.